

## STREET USE (SPECIAL EVENT) PERMIT APPLICATION

### Applicant

Liz Kern  
Big Top Events Llc  
917 E. Mifflin Street  
Madison, WI 53703  
Email: Liz@bigtopse.Com  
Phone: (715) 459-2608

### Contact During Event

Liz Kern  
Big Top Events Llc  
917 E. Mifflin Street  
Madison, WI 53703  
Email Liz@bigtopse.Com  
Phone: (715) 459-2608

### Event Information

**Name of Event:** Breese Stevens Field Concert Series - 2019

**Event Type:** Recurring One Day

**Estimated Attendance:** 6000

**Is this a new event:** No

### Event Additional Information

**Run/Walk:** ☐

**Music/Concert:** ☒

**Festival:** ☐

**Rally:** ☐

**Parade:** ☐

**Posting no parking signs or bagging meters?** ☒

**Other:** ☐

**If other, please describe:**

### Site Map

Each event application must include a detailed event site map with the following items a applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

A helpful online resource for route mapping is: [Map My Run](#)

**I understand I must attach site map and route map with this application, if applicable:** ☐

## Location Information

---

Capitol Square: ☐

State Street Mall (700/900): ☐

30 on the Square: ☐

Other: ☒

Street Names and Block Numbers:

Breese Stevens Field and surrounding blocks.

## Event Dates

| Setup Date | Setup Time | Event Start Date | Event Start Time | Event End Date | Event End Time | Cleanup Completed Date | Cleanup Completed Time | Rain Date |
|------------|------------|------------------|------------------|----------------|----------------|------------------------|------------------------|-----------|
| 06/04/2019 | 5:30 am    | 06/04/2019       | 05:30 pm         | 06/04/2019     | 10:00pm        | 06/04/2019             | 11:59pm                |           |
| 06/07/2019 | 5:30am     | 06/07/2019       | 5:00 pm          | 06/07/2019     | 10:00pm        | 06/07/2019             | 11:59pm                |           |
| 06/21/2019 | 5:30am     | 06/21/2019       | 5:30pm           | 06/21/2019     | 10:00pm        | 06/21/2019             | 11:59pm                |           |

## Temporary (Picnic/Beer) Licenses

---

Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

Will beer/wine be served (Free of charge)?:

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: \* ☐

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event: ☐

If the Temporary (Picnic/Beer) License is denied will the event occur?: No

## Street Use Event Vending License

---

If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required: ☐

Will food and/or merchandise be sold?(\$):

Estimate number of vendors:

## Public Amplification Permit

---

If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

☐

| Start Date | Start Time | End Date | End Time | Rain Date |
|------------|------------|----------|----------|-----------|
|------------|------------|----------|----------|-----------|

### SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

### RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

☒

### Equipment Rental - Downtown events only.

---

Will you need equipment rental from the City of Madison?(\$):

No

Trash Barrels:

0

Recycling Barrels:

0

Dumpsters:

0

Electrical Adaptors:

0

### Marketing

---

Conditional approval of the event is required before promoting, marketing or advertising the event.

Do you want this included in the Madison Parks calendar of events?:

Yes

## Acknowledgement

---

If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement: ☒

## Indemnification

---

THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

I have read the Acknowledgement: ☒

## Signature

---

Signature: Liz Kern

Date: 03/19/2019

## **Addendum A – Event Grounds**

1) Effective date: This permit is effective from June 3, 2019 through June 5, 2019. Specific times are detailed on a per-site basis below.

2) Big Top Events LLC administrator: the following Big Top Events staff person is responsible for administration of this street use permit:

Permit Application Contact

Liz Kern  
Vice President  
Cell: 715-459-2608  
[liz@bigtopse.com](mailto:liz@bigtopse.com)

Event Day Contact

Liz Kern  
Vice President  
Cell: 715-459-2608  
[liz@bigtopse.com](mailto:liz@bigtopse.com)

3) Event Grounds

The event grounds shall be as follows:

- Location A (N. Paterson St.):  
Starting at 3:00 PM on June 4, 2019, N. Paterson St. between E. Mifflin and E. Washington will be shut down and cleared of all vehicles on the westbound lane.
- Location B (N. Brearly St.):  
Starting as soon as possible on June 4, 2019, N. Brearly St. between E. Mifflin and E. Washington will be cleared of all vehicles. This area will be used for production, artist, and FPC Live parking. Access to Lyric parking entrance and exit from E. Washington will be allowed and monitored.
- Location C (E. Mifflin St.):  
Starting on June 3, 2019, E. Mifflin St between N. Paterson and N. Brearly St. will be shut down for two (2) hours (TBD) for stage load in. On June 4, 2019, E. Mifflin St between N. Paterson & N. Brearly will close starting at 9 AM. This area will need to be accessed by production vehicles to enter Breese Stevens Field and to park the production vehicles until the end of the event. People living on E. Mifflin will still be able to access their homes but leaving the street clear of parked vehicles.
- Location D (E. Washington St.):  
Starting on June 4, 2019 at 3:00pm no parking will be allowed on the west half of the 900 block of East Washington. This area will be left clear for ambulance and fire truck emergency needs. Re-opening parking at 4:00am on June 5, 2019.

We would request street closure barricades at each entrance, "Local Traffic Only" signs for E. Mifflin St., No Left Turn and No Right Turn signs and barrels for E. Washington and No Parking signs posted on all four streets notifying everyone that the street will be closing.

All streets will be reopened by 4:00 AM on June 5.

## **SCHEDULE**

### **Monday, 6/3/19**

6:00 AM – Half of E. Mifflin St. Closed for parking

Site Build Begins

Request to close down Mifflin between N. Brearly and N. Paterson for a two hour period (TBD) for the stage to pull in. We would need special duty police to shut down the street for two hours.

### **Tuesday, 6/4/19**

6:00 AM – N. Brearly St. between E. Washington and E. Mifflin, cleared of all vehicles. Access to Lyric parking enter and exit will be allowed.

9:00 AM – Close E. Mifflin St.

Resume site build

3:00 PM – N. Paterson westbound lane closed.

3:00 PM – 900 block of East Washington closed for parking

5:30 PM – Doors open for event

7:00 PM – Event Begins

10:00 PM – Event Ends

Tear Down Begins

### **Wednesday, 6/5/19**

4:00 AM – Streets are reopened

## **Addendum A – Event Grounds**

1) Effective date: This permit is effective from June 6, 2019 through June 8, 2019. Specific times are detailed on a per-site basis below.

2) Big Top Events LLC administrator: the following Big Top Events staff person is responsible for administration of this street use permit:

Permit Application Contact

Liz Kern  
Vice President  
Cell: 715-459-2608  
[liz@bigtopse.com](mailto:liz@bigtopse.com)

Event Day Contact

Liz Kern  
Vice President  
Cell: 715-459-2608  
[liz@bigtopse.com](mailto:liz@bigtopse.com)

3) Event Grounds

The event grounds shall be as follows:

- Location A (N. Paterson St.):  
Starting at 3:00 PM on June 7, 2019, N. Paterson St. between E. Mifflin and E. Washington will be shut down and cleared of all vehicles on the westbound lane.
- Location B (N. Brearly St.):  
Starting as soon as possible on June 7, 2019, N. Brearly St. between E. Mifflin and E. Washington will be cleared of all vehicles. This area will be used for production, artist, and FPC Live parking. Access to Lyric parking entrance and exit from E. Washington will be allowed and monitored.
- Location C (E. Mifflin St.):  
Starting on June 6, 2019, E. Mifflin St between N. Paterson and N. Brearly St. will be shut down for two (2) hours (TBD) for stage load in. On June 7, 2019, E. Mifflin St between N. Paterson & N. Brearly will close starting at 9 AM. This area will need to be accessed by production vehicles to enter Breese Stevens Field and to park the production vehicles until the end of the event. People living on E. Mifflin will still be able to access their homes but leaving the street clear of parked vehicles.
- Location D (E. Washington St.):  
Starting on June 7, 2019 at 3:00pm no parking will be allowed on the west half of the 900 block of East Washington. This area will be left clear for ambulance and fire truck emergency needs. Re-opening parking at 4:00am on June 8, 2019.

We would request street closure barricades at each entrance, "Local Traffic Only" signs for E. Mifflin St., No Left Turn and No Right Turn signs and barrels for E. Washington and No Parking signs posted on all four streets notifying everyone that the street will be closing.

All streets will be reopened by 4:00 AM on June 8.

## **SCHEDULE**

### **Thursday, 6/6/19**

6:00 AM – Half of E. Mifflin St. Closed for parking

Site Build Begins

Request to close down Mifflin between N. Brearly and N. Paterson for a two hour period (TBD) for the stage to pull in. We would need special duty police to shut down the street for two hours.

### **Friday, 6/7/19**

6:00 AM – N. Brearly St. between E. Washington and E. Mifflin, cleared of all vehicles. Access to Lyric parking enter and exit will be allowed.

9:00 AM – Close E. Mifflin St.

Resume site build

3:00 PM – N. Paterson westbound lane closed.

3:00 PM – 900 block of East Washington closed for parking

5:00 PM – Doors open for event

6:00 PM – Event Begins

10:00 PM – Event Ends

Tear Down Begins

### **Saturday, 6/8/19**

4:00 AM – Streets are reopened



## **Addendum A – Event Grounds**

1) Effective date: This permit is effective from June 20, 2019 through June 22, 2019. Specific times are detailed on a per-site basis below.

2) Big Top Events LLC administrator: the following Big Top Events staff person is responsible for administration of this street use permit:

Permit Application Contact

Liz Kern  
Vice President  
Cell: 715-459-2608  
[liz@bigtopse.com](mailto:liz@bigtopse.com)

Event Day Contact

Liz Kern  
Vice President  
Cell: 715-459-2608  
[liz@bigtopse.com](mailto:liz@bigtopse.com)

3) Event Grounds

The event grounds shall be as follows:

- Location A (N. Paterson St.):  
Starting at 3:00 PM on June 21, 2019, N. Paterson St. between E. Mifflin and E. Washington will be shut down and cleared of all vehicles on the westbound lane.
- Location B (N. Brearly St.):  
Starting as soon as possible on June 21, 2019, N. Brearly St. between E. Mifflin and E. Washington will be cleared of all vehicles. This area will be used for production, artist, and FPC Live parking. Access to Lyric parking entrance and exit from E. Washington will be allowed and monitored.
- Location C (E. Mifflin St.):  
Starting on June 20, 2019, E. Mifflin St between N. Paterson and N. Brearly St. will be shut down for two (2) hours (TBD) for stage load in. On June 21, 2019, E. Mifflin St between N. Paterson & N. Brearly will close starting at 9 AM. This area will need to be accessed by production vehicles to enter Breese Stevens Field and to park the production vehicles until the end of the event. People living on E. Mifflin will still be able to access their homes but leaving the street clear of parked vehicles.
- Location D (E. Washington St.):  
Starting on June 21, 2019 at 3:00pm no parking will be allowed on the west half of the 900 block of East Washington. This area will be left clear for ambulance and fire truck emergency needs. Re-opening parking at 4:00am on June 22, 2019.

We would request street closure barricades at each entrance, "Local Traffic Only" signs for E. Mifflin St., No Left Turn and No Right Turn signs and barrels for E. Washington and No Parking signs posted on all four streets notifying everyone that the street will be closing.

All streets will be reopened by 4:00 AM on June 22.

## **SCHEDULE**

### **Thursday, 6/20/19**

6:00 AM – Half of E. Mifflin St. Closed for parking

Site Build Begins

Request to close down Mifflin between N. Brearly and N. Paterson for a two hour period (TBD) for the stage to pull in. We would need special duty police to shut down the street for two hours.

### **Friday, 6/21/19**

6:00 AM – N. Brearly St. between E. Washington and E. Mifflin, cleared of all vehicles. Access to Lyric parking enter and exit will be allowed.

9:00 AM – Close E. Mifflin St.

Resume site build

3:00 PM – N. Paterson westbound lane closed.

3:00 PM – 900 block of East Washington closed for parking

5:30 PM – Doors open for event

TBD PM – Event Begins

10:00 PM – Event Ends

Tear Down Begins

### **Saturday, 6/22/19**

4:00 AM – Streets are reopened

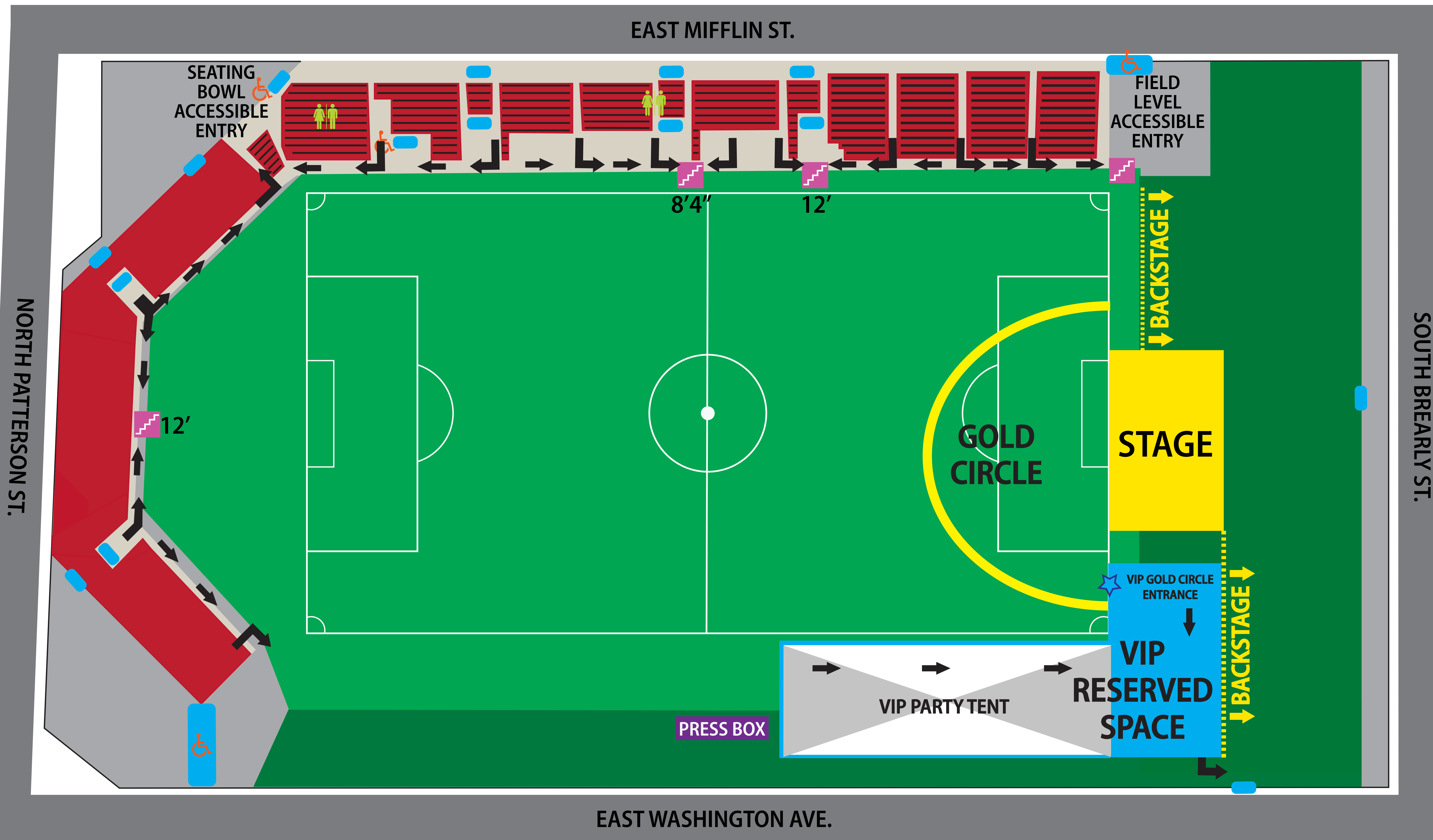


# Emergency Access Plan

## MAP KEY

-  STADIUM EXITS
-  ACCESSIBLE ENTRANCE
-  FIELD/SEATING ACCESS
-  RESTROOMS

\*\*Map Not to Scale



## **Emergency Operations Plan**

TriBolt Security staff will be checking bags upon entry and Breese Stevens Field staff will be checking each person into the stadium. Furthermore, event management staff will be positioned throughout the grandstand and field monitoring the crowd and maintaining the outlined capacities.

There will be a public address system located on the stage that the Breese Stevens Field event manager can access in the event of an emergency. The Breese Stevens Field event manager will be tracking the weather forecast. If there appears to be a chance of inclement weather, the Breese Stevens Field have access to the meteorologists at WKOW Channel 27 for up to date, more detailed weather information. The show will go on with the exception of lightning directly in the area or winds in excess of 60 miles per hour. In these instances, the show will be delayed. The stage will be cleared and guests will be encouraged to take cover in indoor common areas and underneath the west grandstand roof. This will be communicated via the public address system.

In the event of an emergency, the event manager will take command of the staff and all emergency operations. The event manager will be responsible for communicating with 911 and interfacing with MPD and MFD. The preferred entrance for MFD and MPD in the event of an emergency is the large access gate on the Brearly St side of Mifflin Street. In the event of an emergency Breese Stevens Field event management staff will be there to direct fire and police into the facility. The Breese Stevens Field event manager will control all communication with the public and the Breese Stevens Field event management staff. If necessary, the event manager will communicate with the two EMT's on-site. The medical and info tent for the event will be located in the south end zone on the Mifflin street side. The event manager will communicate with the 15 other managers on radio and this message will be communicated to the event management staff throughout the facility.

In addition to previous event management training, there will be a security meeting on-site at 315 pm with all crowd management personnel to review positioning and procedures. Prior to this meeting, the event management staff will meet to review emergency management protocol.

## **Emergency Management Protocol**

Step 1: Situation is assessed by event manager, Conor Caloia.

Step 2: Caloia notifies on-site EMT's (2) and appropriate local authorities, if necessary.

Step 3: Caloia enacts the emergency management plan on-site and relays instructions to the 12 event managers via radio.

Step 4: The event managers then communicate this message to the 60 event staff on-site that are not on radio.

Step 5: The emergency is addressed by the event management team and local authorities.

Step 6: Caloia communicates a second message to the event managers indicating to return to standard operations.

In the case of an evacuation, guests will be asked to seek shelter in their cars. Guests without cars will be directed to the Galaxie parking garage across the street. Staff will cover in Paterson end zone space.